

DRAKE UNIVERSITY

SCHOOL OF FINE ARTS

DEPARTMENT OF MUSIC

STUDENT HANDBOOK—Updated September 2024

- * Degree information is available at <http://www.drake.edu/students/>.
- * Drake Curriculum information is available at <http://www.drake.edu/dc/> under the “Areas of Inquiry” link.
- * Information regarding Drake University’s Academic Integrity Policy is available at <http://www.drake.edu/artsci/studentresources/policiesandregulations/>
- * Find academic calendar, registration dates and final exam dates at <http://www.drake.edu/academics/academiccalendar/>

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History of the Department of Music

With the founding of Drake University in 1881, a Musical Department was established in the Literary and Art College. Over the years the department underwent several name changes: 1888, The Musical College; 1889, The School of Music; 1900, The Conservatory of Music. A music building was completed in 1903, and in 1905, named Howard Hall in honor of Frederick Marion Howard, Dean of the Conservatory. In 1909, it again became the Department of Music in the Institute of Fine Arts, which was renamed the College of Fine Arts in 1923. In 1972, the Henry G. Harmon Fine Arts Center was dedicated for the Art, Music and Theatre Arts Departments. Through reorganization in 1986, the College of Fine Arts became the School of Fine Arts (Art, Music and Theatre Arts Departments) in the newly formed College of Arts and Sciences. The Department of Music at Drake University is an accredited institutional member of the National Association of Schools of Music.

Facilities

The Everett A. Sheslow Auditorium in Old Main is located across the street from the Harmon Fine Arts Center and Wifvat Plaza. The Auditorium seats approximately 800. Department performances occur regularly on the Jordan Stage in Sheslow. Reservations for the Auditorium must be made through the Manager of Fine Arts Activities and Facilities, Jacob Lemons, Room 273a (271-2018).

Henry G. Harmon Fine Arts Center (FAC): Named for the seventh president of Drake University, the Harmon Fine Arts Center is located between 25th Street and Wifvat Plaza. FAC houses:

- **Administrative Offices of the College of Arts and Sciences:**
 - Room 268A (271-3939).
- **Music Department Office:**
 - Room 266 (271-3975) e-mail: music@drake.edu
- **Band Office:**
 - Room B024 (271-3164) e-mail: du.bands@drake.edu
- **Dickson Fine Arts Media Center:**
 - Rooms 259/60 (271-2015) houses over 8000 records, CDs, and DVDs, as well as recordings of Drake musical events by students, faculty, and guest artists. A student I.D. is required to check out headphones and recordings for use in the Media Center. Please note that students are not allowed to take recordings out of the Media Center for any reason. The collection is currently in the process of being relocated to Cowles Library in order to improve accessibility and security. Requests for additions to the media center's holdings should be directed to Prof. Eric Saylor (Eric.Saylor@drake.edu).
- **Hall of the Performing Arts (PAH):**
 - Seating approximately 450, the PAH is located at the Carpenter Avenue end of the Fine Arts Center, with an entrance from Wifvat Plaza (Box Office: 271-3841).
- **Monroe Recital Hall:**
 - Room B004, seating approximately 100, is used for rehearsals, classes, and programs.
- **Music Computer Lab:**
 - Located in room 335, this laboratory contains sixteen iMacs and MIDI keyboard workstations configured to assist students in theory, composition, jazz improvisation, marching band drill design and other computer aided activities. Available software includes Finale notation software, Band-in-a-Box, MacGAMUT, drill design and sequencing software. Questions or requests for further information should be addressed to Professor Andrew Classen (271-3785). No food or drink is permitted in this room.
- Additional music archival resources (including the Francis J. Pyle Archives and the [Dorman Hundling Silent Film Music Archives](#)) are available at Cowles Library. Please contact Hope Bibens, Cowles Library Archives (271-2088), for information about access.

Building Hours:

Hours for the fall, spring, and summer semesters, as well as holidays, are posted outside the box office at the south end of the building. The South (Lobby) doors are open M-F 7:00 a.m. – 10:00 p.m. and Sat-Sun from 8:00 a.m. until 10:00 p.m. The North doors are open M-F 7:30 a.m. – 4:30 p.m. After 4:30 p.m. on weekdays and all day Saturdays and Sundays, entrance and exit to the building is limited to the Hall of the Performing Arts (south) entrance. The building currently closes at 10:00 p.m. daily; however, students majoring or minoring in Music, Theatre, or Art, or who receive a scholarship in those areas or are members

of a music ensemble, are allowed extended hours of access. All students must exit by 2:50 a.m. Monday through Wednesday, and by 12:50 a.m. Thursday through Sunday.

Practice Rooms:

Floors 2, 3 and 4 have practice rooms available to all music students enrolled in music courses at Drake. No reservations are necessary and there is no fee for their use. Organ students arrange with their instructor for practice time on the Holtkamp organ in the Hall of the Performing Arts and in the other organ studios. Percussion practice rooms are located on the lower level and are available to all students studying percussion. Access to any other special practice rooms will require obtaining a key (see below).

At no time are the windows in any practice room to be covered by order of campus security for safety precautions. Food and drink are not permitted in the practice rooms.

Keys for Rooms in the Harmon Fine Arts center:

Individuals will be authorized access through the issuance of keys only for areas where they have a regular or recurring need to perform their assigned work duties or for practice in a locked practice room. Those students interested in obtaining a key must have their advisor/manager email the fine arts coordinator the students name, ID, and room number for the key needed. The Fine Arts Coordinator will put in a work order for that key. The student will be notified via email from student services when and where they can pick up the key. No one else can pick up or return your key for you. The individual who requested the key is responsible for the key's safekeeping and eventual return to Student Services. All keys must be returned at the end of each academic year. Keys may not be passed from one person or group member to another. Key extensions can be granted from the Fine Arts Coordinator by a request from the individual holding the key. Failure to return keys by their due date will result in transcripts or grades being withheld and a hold placed on all of the individual's Drake records. Extensions are for only one school year (fall and spring) at a time. Summer extensions are a separate request and must be made in the Fine Arts Coordinator. A key must be returned or a new extension submitted if the individual plans to be gone from campus for an extended time. Lost keys will result in a \$250 per key charge (depending upon the type of key) to the individual shown on the key request card. You may want to call Student Services (515-271-2000) to see if your key is ready to be picked up. It opens at 8:30 a.m. each weekday morning. **DO NOT LEND YOUR KEY TO ANYONE.**

Reservations:

Reservations for halls and rooms for concerts, rehearsals, meetings, receptions, etc., are to be made through Jacob Lemons, Manager of Fine Arts Activities and Facilities, Room 273a (271-2018).

Smoking Policy:

The Henry G. Harmon Fine Arts Center, like the rest of Drake University's buildings, lots, and facilities is a smoke-free building. Smoking is not allowed **anywhere** in the Center or its grounds.

Lockers:

Located in the lower level corridors at the Carpenter Avenue end of the Center, lockers are available to students at no charge. Select a vacant locker, make a note of the unit number and register it with Jorge Romero-Castro in the Music Office (Room 266, 271-3975). Students must supply their own padlocks for the lockers. The first student who signs for a locker is the person entitled to the locker. All lockers are to be cleaned out and padlocks removed at the end of the spring semester. A locker may be retained into summer for those students with a valid reason. There is a summer sign-up in the Music Office. Large lockers for wind instruments are available through the Band Office.

Campus Security Telephones:

Campus Security phones are bright red and are found on each floor throughout the center. They have a direct line to Campus Security and require no dialing; simply lift the receiver from the hook and you will be connected to Campus Security.

Vending Machines:

These machines are located in the Basement level by the Studio Theatre and in the Schloss Lounge on the second floor.

Elevators:

Two elevators are available:

- 1) a passenger elevator at the south end of the Center (access through main doors of the Hall of the Performing Arts), and
- 2) a freight elevator in the north end of the Center within the Art Department.

Catalogue of Music Courses

Drake offers many applied and scholarly music courses for music majors, minors, and non-majors. Many of the courses required for music majors are intended to be taken in a particular sequence, and are offered at regular and predictable intervals. While students may enroll in any course for which they qualify, courses above the 100 level (with the exception of ensembles and applied studio lessons) are typically aimed at third-year students or above.

Some of courses required for all music majors also fulfill Area of Inquiry (AOI) requirements for the Drake Curriculum. These classes include:

- MUS 053 (Materials of Music IV)—Critical Thinking AOI
- MUS 081 (World Music for Music Majors)—Global and Cultural Understanding AOI
- MUS 085 (Music History I)—Historical Foundations AOI

Please note that Music Department guidelines allow the Artistic Experience AOI to be fulfilled by a music class, but the Department encourages students to enroll in a compatible course outside the department if possible. Students may refer to the [Areas of Inquiry website](#) to select from other courses covering this AOI. Music majors are obliged to take one course outside the music department in order to fulfill the second Historical Consciousness AOI requirement.

A complete list of courses offered in music, which includes course descriptions, number of credits, prerequisites, and other important information, is available through the University Catalog, accessible via *myDrake*.

Recital Attendance (Music 21)

Music 21 (Recital Attendance): MUS 21 is designed to experience and foster appreciation of a broad range of collegiate and professional musical performances including various performing media, solo, chamber, and large ensemble concerts, and collegiate and professional level music events (ex: wellness, musicology lecture, music business clinics, music education forums).

Course Requirements and Policies: Course credit is awarded based on recital attendance as described herein.

General Policies

1. Completion of eight semesters of Music 21 is required for the Bachelor of Arts in Music, Bachelor of Music Performance, and Bachelor of Music with Elective Studies in Business degrees. **Music Education Majors** must complete seven semesters of MUS 21 prior to student teaching.
2. **Music major transfer students** are required to enroll in MUS 21 in their first and all subsequent semesters at Drake. Transfer credits are not required for MUS 21 for semesters attended at institutions prior to Drake matriculation.
3. **Study abroad:** Students who study abroad must complete MUS 21 requirements during their semester(s) away from campus. Students are required to turn in programs and ticket stubs from events attended to the Recital Committee Chair by noon the first Friday of the following semester. Students will receive a grade of "I" (Incomplete) during the semester(s) abroad and be awarded credit (CR) without penalty upon completion of course requirements.

Attendance Requirements

1. A list of approved programs is determined each semester by the department's Recital Committee. The list will be published on the Music Department web page's [Music 21 Recital List](#) at the beginning of and throughout each semester (see Current Student Resources>Performance Information>"MUS 21 Recital List"), and on the SMAC bulletin board on the 2nd floor. An updated MUS 21 concert list is available on Blackboard>MUS 21>Course Information.
2. **All students must attend a minimum of 12 approved events per semester (effective S24; the requirement prior to SP remains at 15 per semester).**
 - a. Recital attendance credit for the Fall semester shall span the first day of Summer break through the Sunday prior to Fall semester exam week.
 - b. Recital attendance credit for the Spring semester shall span the first day of Winter break, including J-term, through the Sunday prior to Spring semester exam week.
 - c. Up to 5 surplus recitals from a given semester may be carried over to the next semester.
3. **On-Campus Attendance:** It is the student's responsibility to sign in and sign out at each on-campus MUS 21 event with the designated attendance person (Sigma Alpha Iota representative). The attendance person will be found at the following locations:
 - a. Sheslow: Ground floor, west entry doors to auditorium
 - b. Performing Arts Hall: Ground floor, at or next to the stairs in the center of the foyer
 - c. Patty and Fred Turner Jazz Center: In the foyer.
 - **Failure to sign in AND sign out with the designated SAI representative at each attended event will result in NO CREDIT for that event.**
 - **CONCERT OR RECITAL PROGRAMS WILL NOT BE ACCEPTED AS PROOF OF ATTENDANCE WHEN AN SAI REPRESENTATIVE IS PRESENT AT AN ON-CAMPUS EVENT.**
4. **Off-Campus Attendance:** Students may receive MUS 21 credit for up to 5 off-campus performances per semester. For Fall semesters, this includes 5 performance that may be attended during the Summer break. For Spring semesters, this includes 5 performances that may be attended during Winter break and J-term.
 - a. Students who attend off-campus performances that are the equivalent of programs offered by the music department, may apply directly to the Chair of the Recital Committee to receive MUS 21 credit. Only college/university/professional level performances will be granted MUS 21 credit.
 - b. To receive Music 21 credit for off-campus events, students must submit a program and/or ticket stub to the MUS 021 Coordinator, Dr. Leslie Marrs, FAC 426 (Leslie.marrs@drake.edu). Programs or ticket stubs are accepted as proof of attendance ONLY for off-campus events or for on-campus events when the SAI representative is not present (i.e., Civic Music events).
5. **Masterclasses/Departmental Recitals:** To receive Music 21 credit for events without a program or ticket stub (i.e., master class/departmental recitals), verification of attendance can only be made by requesting that a music faculty/staff member, who attended the same event, report the student's attendance of the entire event to the MUS 021 Coordinator, Dr. Leslie Marrs, FAC 426 (Leslie.marrs@drake.edu).
 - a. Up to 2 departmental recitals per semester may count towards MUS 21 credit. Students must sign the attendance sheet at the Departmental as proof that they were present.
6. **Students must attend the entire concert in order to receive credit.** Only concerts that a student attends as an audience member will be given MUS 21 credit, with the following exception:
 - a. If a student performs on only one work for a given program and remains as an audience member for the rest performance, the student will receive MUS 21 credit upon following stipulated attendance procedures (sign in and out of event).
7. The following **DO NOT count for MUS 21** credit:
 - a. ensemble tours
 - b. studio classes
 - c. marching band
 - d. student recitals at the First year or Sophomore level

- e. children's programs
- f. high school programs

It is recommended that students check with the Recital Committee Chair prior to attending off-campus events to insure the event meets course requirements.

8. **The DEADLINE for MUS 21 submissions for each semester is the Monday of Finals Week at 12pm (noon).** These submissions are to be made to the MUS 021 Coordinator, Dr. Leslie Marrs, FAC 426 (Leslie.marrs@drake.edu) or Recital Committee Chair and must receive approval before counting for MUS 21 credit.

This includes the following:

- programs/ticket stubs as proof of attendance for off-campus events
- e-files as proof of attendance of events where a program/ticket stub is not available
- attendance of on-campus events when the SAI representative is not present

It is the student's responsibility to seek and receive approval for these types of events. Approval is not to be assumed.

MUS 21 Record Keeping

1. It is students' responsibility to ensure that their Music 21 records are maintained accurately. It is strongly advised that students check their Music 21 attendance record regularly on Blackboard>MUS 21>Gradebook to ensure accuracy.
2. Should there be a discrepancy or complaint about the attendance record, the student must contact the Chair of the Department of Music Recital Committee (currently Dr. Leslie Marrs [leslie.marrs@drake.edu]) in order to resolve the issue.
3. In the event of an unresolved issue, the student may appeal in writing to the Chair of the Music Department Recital Committee, who, in consultation with the Department Chair, will arbitrate the matter. This decision is final.

MUS 21 Grading

1. **Grade of CR (Credit):** All students must attend a minimum of 12 recitals per semester to receive Credit.
2. **Grade of I (Incomplete):** The student who attends 1-11 recitals will receive a grade of "I" (Incomplete) for that semester.
 - a. Students will have one semester to remedy the Grade of "I": The student has until the MONDAY OF FINALS WEEK of the semester immediately following to make up the attendance shortfall from the previous semester. Attendance credit will be granted on a one to one basis. Students who fail to make up the deficit by this date will automatically receive a grade of "NC."
 - b. The recitals first attended in the subsequent semester will apply to the previous semester's shortfall. The count for the current semester will only begin after the shortfall have been completed and the grade of "I" changed to a grade of "CR".

The **Grade of I (Incomplete)** may be assigned if illness or other circumstance has prevented a student from completing course requirements. In such cases, it is the student's responsibility to provide appropriate documentation to the Recital Committee Chair. In these cases, the student must still complete the course requirements as cited above.

3. **Grade of NC (No Credit):** A student who attends 0 recitals in any given semester will automatically receive a grade of NC (No Credit) for that semester.
4. Instances of academic dishonesty in MUS 21 will be addressed using university policy, just as they are for any other class. See the Drake University [student policies and regulation](#) page for more details.

Advising and Suggested Course Sequences (First and Second Years)

Students are assigned faculty advisors who will guide them in their program selection. You are expected to meet with your advisor at least once a semester to plan your course registration for the upcoming term and review your progress during the current semester. Your advisor should be the first person you contact if you have questions about your degree requirements, schedule, or courses, but may refer you to other professors or administrators who have more knowledge or experience in a particular area. **In the final analysis, the student alone is held responsible for the selection of the proper courses in the proper sequence to fit the selected degree program as indicated in the [Drake Catalog](#).**

The following lists are suggested course sequences for first and second year students in the Bachelor of Music degrees (divided into subcategories of applied instrumental, applied keyboard, and applied vocal majors), the Bachelor of Music with Elective Studies in Business, the Bachelor of Music Education (divided into subcategories of instrumental and choral emphases), and the Bachelor of Arts in Music. The full four-year sequence of courses for all majors is outlined in the Catalog of the College of Arts and Sciences, and may be downloaded from its [website](#).

BACHELOR OF MUSIC DEGREE (APPLIED WINDS/BRASS/PERCUSSION)

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	4
MUS 006 — Piano Laboratory I (or Applied Music Minor)	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
FIRST YEAR SEMINAR	3
MUS 148 or 150 — Band and/or Orchestra	1
FREE ELECTIVE	3
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

First Year — Second Semester	
APPLIED MUSIC MAJOR	4
MUS 007 — Piano Laboratory II (or Applied Music Minor)	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUSIC 081 — World Music	3
DRAKE CURRICULUM	3
MUS 148 or 150 — Band and/or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

Sophomore Year — First Semester	
APPLIED MUSIC MAJOR	4
MUS 049 — Piano Laboratory III (or Applied Music Minor)	1
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1
MUS 085 — Music History I	3
MUS 148 or 150 — Band and/or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	13

Sophomore Year — Second Semester	
APPLIED MUSIC MAJOR	4
MUS 050 — Piano Laboratory IV or Applied Music Minor	1
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1

MUS 095 — Music History II	3
DRAKE CURRICULUM	3
MUS 148 or 150 — Band and/or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

BACHELOR OF MUSIC DEGREE (APPLIED STRINGS)

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	4
MUS 006 — Piano Laboratory I (or Applied Music Minor)	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
FIRST YEAR SEMINAR	3
MUSIC 150 — Orchestra	1
DRAKE CURRICULUM	3
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

First Year — Second Semester	
APPLIED MUSIC MAJOR	4
MUS 007 — Piano Laboratory II (or Applied Music Minor)	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUSIC 081 — World Music	3
MUS 059—Orchestral Excerpts	2
MUSIC 150 — Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

Sophomore Year — First Semester	
APPLIED MUSIC MAJOR	4
MUS 049 — Piano Laboratory III (or Applied Music Minor)	1
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1
MUSIC 059 — Orchestral Excerpts	2
MUSIC 085 — Music History I	3
MUSIC 150 — Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	15

Sophomore Year — Second Semester	
APPLIED MUSIC MAJOR	4
MUS 050 — Piano Laboratory IV or Applied Music Minor	1
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 095 — Music History II	3
DRAKE CURRICULUM	3
MUSIC 150 — Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

BACHELOR OF MUSIC DEGREE (APPLIED PIANO)

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	4
APPLIED MUSIC MINOR	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
FIRST YEAR SEMINAR	3

DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

First Year — Second Semester

APPLIED MUSIC MAJOR	4
APPLIED MUSIC MINOR	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUS 0081 — World Music	3
DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

Sophomore Year — First Semester

APPLIED MUSIC MAJOR	4
APPLIED MUSIC MINOR	1
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1
MUS 085 — Music History I	3
MUS 092 — Advanced Keyboard Skills	1
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	14

Sophomore Year — Second Semester

APPLIED MUSIC MAJOR	4
APPLIED MUSIC MINOR	1
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 095 — Music History II	3
DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

BACHELOR OF MUSIC DEGREE (APPLIED VOCAL)

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	4
MUS 006 — Piano Laboratory I (or Applied Music Minor)	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
MUS 075 — Diction I	2
FIRST YEAR SEMINAR	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	15

First Year — Second Semester

APPLIED MUSIC MAJOR	4
MUS 007 — Piano Laboratory II (or Applied Music Minor)	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUS 076 — Diction II	2
MUSIC 081 — World Music	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.

TOTAL 15

Sophomore Year — First Semester

APPLIED MUSIC MAJOR	4
MUS 049 — Piano Laboratory III (or Applied Music Minor)	1
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1
MUS 085 — Music History I	3
FREE ELECTIVE	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.

TOTAL 16

Sophomore Year — Second Semester

APPLIED MUSIC MAJOR	4
MUS 050 — Piano Laboratory IV (or Applied Music Minor)	1
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 095 — Music History II	3
DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.

TOTAL 16

BACHELOR OF MUSIC WITH ELECTIVE STUDIES IN BUSINESS

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	2
MUS 006 — Piano Laboratory I (or Applied Music Minor)	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
ECON 002 — Principles of Microeconomics	3
FIRST YEAR SEMINAR	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.

TOTAL 14

First Year — Second Semester

APPLIED MUSIC MAJOR	2
MUS 007 — Piano Laboratory I (or Applied Music Minor)	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUS 081 — World Music	3
LIBR 099 — Copyright Issues in the United States	3
DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.

TOTAL 17

Sophomore Year — First Semester

APPLIED MUSIC MAJOR	2
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1
MUS 085 — Music History I	3
ACCT 041 — Introduction to Financial Accounting	3
IS 044 —IT Applications for Business	2
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1

MUS 21 — Recitals (Required)	Cr.
	TOTAL 15

Sophomore Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 095 — Music History II	3
BLAW 060 — Business Law I	3
MKTG 101—Marketing Principles	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
	TOTAL 16

BACHELOR OF MUSIC EDUCATION (WINDS/BRASS/PERCUSSION EMPHASIS)

Instrumental/general music education majors are required to take instrumental methods courses. The goal of these courses is to introduce instrumental music education majors to the instruments and the appropriate pedagogy necessary for successful teaching. Five to six are to be selected from the following options:

- MUS 060: Upper String Methods and Materials
- MUS 061: Lower String Methods and Materials
- MUS 065: High Brass Methods and Materials
- MUS 066: Low Brass Methods and Materials
- MUS 067: Single Reed and Flute Methods and Materials
- MUS 068: Double Reed Methods and Materials
- MUS 071: Percussion Methods and Materials

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	2
MUS 006 — Piano Laboratory I (or Applied Music Minor)	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
MUS 013 — Introduction to Music Education	1
FIRST YEAR SEMINAR	3
DRAKE CURRICULUM	4
ENSEMBLE — MUSIC 148 or 150 — Band and/or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
	TOTAL 16

First Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 007 — Piano Laboratory I (or Applied Music Minor)	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUS 081 — World Music	3
DRAKE CURRICULUM	3
EDUC 108 — Student Development and Learning Theory	3
ENSEMBLE — MUSIC 148 or 150 — Band and/or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
	TOTAL 17

Sophomore Year — First Semester	
APPLIED MUSIC MAJOR	2
MUS 049 — Piano Laboratory I (or Applied Music Minor)	1
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1

MUS 085 — Music History I	3
EDUC 103 — Foundations in Education	3
SPED 120 — Intro to Special Education	3
ENSEMBLE — MUSIC 148 or 150 — Band and/or Orchestra	1
MUS 21 — Recitals (Required)	Cr.
TOTAL	17

Sophomore Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 050 — Piano Laboratory I (or Applied Music Minor)	1
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 095 — Music History II	3
MUS 156 — Elementary Vocal-General Music Education	3
INSTRUMENTAL METHODS	1–2
DRAKE CURRICULUM OR MUS 146—Jazz Techniques	2–3
ENSEMBLE — MUSIC 148 or 150 — Band and/or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	18

BACHELOR OF MUSIC EDUCATION (STRINGS EMPHASIS)

Instrumental/general music education majors are required to take instrumental methods courses. The goal of these courses is to introduce instrumental music education majors to the instruments and the appropriate pedagogy necessary for successful teaching. Five to six are to be selected from the following options:

- MUS 060: Upper String Methods and Materials
- MUS 061: Lower String Methods and Materials
- MUS 065: High Brass Methods and Materials
- MUS 066: Low Brass Methods and Materials
- MUS 067: Single Reed and Flute Methods and Materials
- MUS 068: Double Reed Methods and Materials
- MUS 071: Percussion Methods and Materials

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	2
MUS 006 — Piano Laboratory I (or Applied Music Minor)	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
MUS 013 — Introduction to Music Education	1
FIRST YEAR SEMINAR	3
DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 150 — Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	15

First Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 007 — Piano Laboratory I (or Applied Music Minor)	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUS 081 — World Music	3
DRAKE CURRICULUM	3
EDUC 108 — Student Development and Learning Theory	3
ENSEMBLE — MUSIC 150 — Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	17

Sophomore Year — First Semester	
APPLIED MUSIC MAJOR	2
MUS 049 — Piano Laboratory I (or Applied Music Minor)	1
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1
MUS 060 or 062 — Upper String Methods OR Vocal Methods	1
INSTRUMENTAL METHODS	1
MUS 085 — Music History I	3
EDUC 103 — Foundations in Education	3
ENSEMBLE — MUSIC 148 or 150 — Band and/or Orchestra	1
MUS 21 — Recitals (Required)	Cr.
	TOTAL 16

Sophomore Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 050 — Piano Laboratory I (or Applied Music Minor)	1
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 061 — Lower String Methods OR Instrumental methods	1–2
MUS 095 — Music History II	3
MUS 156 — Elementary Vocal-General Music Education	3
ENSEMBLE — MUSIC 148 or 150 — Band and/or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
	TOTAL 15–16

BACHELOR OF MUSIC EDUCATION (CHORAL/VOCAL EMPHASIS)

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	2
MUS 006 — Piano Laboratory I (or Applied Music Minor)	1
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
MUS 013 — Introduction to Music Education	1
MUS 075 — Diction I	2
FIRST YEAR SEMINAR	3
DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.
	TOTAL 17

First Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 007 — Piano Laboratory II (or Applied Music Minor)	1
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUS 076 — Diction II	2
MUS 081 — World Music	3
EDUC 108 — Student Development and Learning Theory	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.
	TOTAL 16

Sophomore Year — First Semester	
APPLIED MUSIC MAJOR	2
MUS 049 — Piano Laboratory III (or Applied Music Minor)	1
MUS 051 — Materials of Music III	3

MUS 052 — Materials of Music III	1
MUS 085 — Music History II	3
EDUC 103 — Foundations in Education	3
SPED 120 — Intro to Special Education	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	17

Sophomore Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 050 — Piano Laboratory IV (or Applied Music Minor)	1
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 095 — Music History II	3
MUS 155—Tech Jazz/Show Choir	2
MUS 156—Elementary Vocal-General Education	3
ENSEMBLE — MUSIC 149 — Choir	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

BACHELOR OF ARTS IN MUSIC

First Year — First Semester	Credit hours
APPLIED MUSIC MAJOR	2
MUS 001 — Materials of Music I	3
MUS 002 — Materials of Music I	1
FIRST YEAR SEMINAR	3
FREE ELECTIVES	6
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

First Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 003 — Materials of Music II	3
MUS 004 — Materials of Music II	1
MUS 081 —World Music	3
DRAKE CURRICULUM	3
FREE ELECTIVES	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	16

Sophomore Year — First Semester	
APPLIED MUSIC MAJOR	2
MUS 051 — Materials of Music III	3
MUS 052 — Materials of Music III	1
MUS 085 — Music History I	3
DRAKE CURRICULUM	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
TOTAL	13

Sophomore Year — Second Semester	
APPLIED MUSIC MAJOR	2
MUS 053 — Materials of Music IV	3
MUS 054 — Materials of Music IV	1
MUS 095 — Music History II	3

DRAKE CURRICULUM	3
FREE ELECTIVES	3
ENSEMBLE — MUSIC 148, 149 or 150 — Band, Choir or Orchestra	1
MUS 021 — Recitals (Required)	Cr.
	TOTAL 16

Classroom Procedures

Attendance:

Students are expected to attend all classes for which they are registered. Attendance policies may vary with the instructor, and it is the responsibility of the student to learn and abide by each instructor's policy. Students should always notify instructors regarding their absences.

University Excused Absences:

Absences from classes caused by participation in university related functions may be counted as excused absences by the instructor. Homework or tests missed during those absences should be made up at the convenience of the instructor.

Drop-Add:

Current Drake students can add and drop a class via MyDUSIS prior to the start of the fall or spring semester and during the official add/drop period at the beginning of the semester. Non-Drake students should request registration by following the procedures set forth on the [Registration for Non-Drake Students page](#).

Students may add a class through the first five days of the semester, and they may drop a class (without a “W” appearing on their transcript) through the first ten days of the semester.

Following the official add/drop period, a paper [Add/Drop form](#) is required to make schedule changes. For more details about the add/drop guidelines, read the [drop/add guidelines](#) from the Drake catalog.

To Add a Class (Fall or Spring Semester)

1. Log in to [myDrake](#). Click on the “Self Service” button.
2. From this point, students can add class sections using two different methods:
 - **If you already know the course reference number (CRN) of the section for which you wish to add to your schedule**
 - Select the “Register or Add/Drop Classes” link in the Registration section.
 - Select the term for which you wish to register.
 - In the boxes at the bottom of the next page, enter the CRN's of the sections you want to add to your schedule.
 - Click the Submit Changes button.
 - **If you have an idea of the classes you wish to take but do not know their course reference numbers (CRNs)**
 - Select the “Browse Classes” link under the Registration section.
 - Select the term for which you wish to register.
 - Choose your search criteria. At minimum, you must select at least one subject.
 - Once you have entered your search criteria, click the Class Search button.
 - When you locate a section for which you would like to register, click its corresponding box that precedes its CRN and title. You may choose more than one section at a time.
 - A "C" in the space where the box would otherwise be located means that the section is closed.
 - An "SR" in the space where the box would otherwise be located means that you are not permitted to register at this time.
 - When you have finished making your selections, click the Register button at the bottom of the page.
3. After your attempts to register, you will be taken to your registration worksheet.
 - The sections for which your registration was successful will be listed under the "Current Schedule" area of your registration worksheet.
 - Registration changes, such as dropping the section, can be made via the "Action" drop-down menu associated with the section.

- If your registration attempts were unsuccessful, you will see a red stop sign followed by, "Registration Add Errors." Below the error message is a list of the sections for which you were denied registration, followed by a very brief explanation of why your registration attempt was unsuccessful.

To Drop a Class (Fall or Spring Semester)

1. Log in to [myDrake](#). Click on the "Self Service" button.
2. Click the the "Register or Add/Drop Classes" link in the Registration section.
3. Select the appropriate term and click the Submit button.
4. On the next page, use the "Action" drop-down menu associated with the section you wish to drop.
5. Select "Dropped via web" from the drop-down menu, and then click the Submit Changes button.

In-Semester Low Grade Report

Low grade reports are initiated in the seventh week (or mid-term) of each semester by the instructors for grades of D and F in their courses.

Overload Requests and Overload Fee Waivers

A full-time course load for Drake University students in fall and spring semesters is 12 to 18 hours. Students who register for more than 18 credit hours in a single semester are charged an overload fee according to the per credit hour charge that is in place for the semester. Students enrolled full-time in spring semester may enroll in up to 3 additional credit hours for January Term without incurring an overload fee.

Under certain circumstances, students may request and be granted a waiver of the overload fee:

- If a program requires students to register for 19 or more hours in a specified semester of enrollment.
- If the additional hours over 18 are taken in order to meet program needs; e.g., students are encouraged to enroll in credit hours in order for an ensemble to make or for a production to have sufficient student participation; are requested to serve as Honors Practicum leaders, etc.
- If a scholarship stipulates that a student must participate in ensembles or practica, or take certain courses that are not part of their main program of study.

Overloads that include hours to retake a course are not eligible for waiver. **The overload is not intended to facilitate students completing multiple majors and minors within the four years.**

Waiver request procedures:

- 1) To request an overload fee waiver, complete and submit the [Request to Register for More than 18 Credit Hours](#).
- 2) Requests must be submitted prior to the end of the second week of classes.

Please note that completion of the 18 hours or more form does NOT ensure that a waiver will be applied; a separate application must be made. The process includes verification of the student's registration and approval by the Dean and Provost. If approval is granted, a credit will appear on the bill in myDrake.

Applied Music Study

Availability: Private applied music lessons are made available on a priority basis to music major/minors and then to non-music students if space is available on the applied teacher's schedule.

Credit: Music majors, depending upon degree emphasis, receive 2-4 credit hours for an hour lesson per week, or 6 credit hours for 1.5 hour lessons per week. In all music degrees, applied music minors receive 1 credit hour for a half-hour lesson per week. Non-music majors receive 1 credit hour for a half-hour lesson per week.

Class Instruction: Group instruction in piano is available for both music and non-music students with little or no background; group instruction carries one hour of credit with two class meetings per week. Interested students should consult with the Head of the Piano Area.

Fees: There is a charge for all students enrolled in applied music study for each semester. The current fee is **\$375 per semester for each section of applied enrollment.**

Attendance: Students are expected to attend all private music lessons, classes and rehearsals for which they are registered and to learn each instructor's policy regarding attendance, and to abide by that policy. **Instructors should always be notified in all cases of absence.**

Studio classes: Most studios will meet one hour per week as a group to critique performances, discuss topics in the area, or address other issues relevant to that studio. Students are requested to treat studio class as an extension of their applied lessons and are expected to attend all scheduled studio classes.

Juries: At the end of each fall and spring semester, performance examinations are held in every applied area. All students taking private applied lessons must perform before the faculty in their applied area. Requirements vary for the number of credit hours taken and the applied area of study. There are no juries during summer sessions.

Student Recital Series:

a) All of the major ensembles (Band, Choir, Orchestra) present at least two performances per semester.

b) Departmentals and Studio Classes are usually scheduled, as needed, on Wednesday afternoons at 3:00 p.m. Additional departmentals may be scheduled at other times. Departmental Recitals consist of performers from one applied area. Studio classes are for those students taking from a specific instructor.

c) Senior, junior or other special recitals are decided upon in consultation with the appropriate applied teacher and must receive approval from the recital committee. Students who schedule a public recital are required to present a pre-recital hearing at least 3 weeks in advance of the recital date. Three music faculty members (including the student's applied teacher) must attend the pre-recital hearing.

Performance Competitions:

There are two student performance competitions. Dates and pertinent information are published annually. Students must consult with their applied music teacher before entering.

a) **Drake Symphony Orchestra Concerto Competition.** In the fall semester any student taking applied lessons with a Drake faculty member may audition before an independent jury with a concerto, movement from a concerto, or comparable work(s) for orchestra and soloist. The winner(s) will be featured as guest soloist(s) on an orchestra concert in the spring semester.

b) **Student Honors Recital:** The Student Honors Recital is presented once per academic year and features outstanding Drake student soloists and/or chamber groups. Student performers are selected by audition. Available music faculty members serve as judges. The primary criterion for selection to the Student Honors Recital is a performance of outstanding quality.

Repertoire guidelines: Depending on the length of the selection(s), one or two movements of a work are recommended. Total performance should not exceed 12 minutes.

The Music Department Recital Committee chair is responsible for scheduling the date, time and location for the Honors Recital audition and the Student Honors Recital performance.

Student Performance Off-Campus:

Students are encouraged to perform off-campus to further their professional experience and should obtain the consent of their applied music teacher prior to the scheduled performance. Students must abide by their teacher's recommendation and maintain a satisfactory grade point average. Forms are available in the Music Office to sign up for the performance (gig) list and are to be signed by the applied instructor. As a student you represent Drake University and are expected to handle your dealings with clients and your performances in a professional manner.

Sophomore Checkpoint and Continuation

Students pursuing the Bachelor of Arts in Music, Bachelor of Music in Applied Music and Bachelor of Music Education must receive faculty committee approval by the end of their second year before being classified as a junior. The process of attaining this approval is known as the sophomore checkpoint. A summary of the procedures involved with the sophomore checkpoint is provided here; please see the program advisor for pertinent details regarding specific requirements.

All students pursuing the BA (Music) degree will be evaluated by the end of their fourth semester of study for continuation in the program. In order to continue pursuing this degree beyond this point students must fulfill the following requirements:

- Completion of MUS 051 (Materials of Music III), MUS 053 (Materials of Music IV), MUS 085 (Music History I) and MUS 095 (Music History II), with grades of C or higher in all.
 - If a student's schedule precludes the completion of both MUS 085 and MUS 095 before the end of their fourth semester of study (e.g., because of the requirements of a second major, or because of a semester studying abroad), achievement of a C in MUS 081 (World Music) or another music history elective taken before the end of the fifth semester of study may substitute for MUS 095.
- Successful completion of MUS 021 in each semester of full-time enrollment.

All students majoring in the BM Applied Music program will be evaluated by the end of their fourth semester of the applied study of their major instrument/voice for continuation toward their degree. This evaluation shall normally occur during the jury examination with the individual jury committee acting as adjudicators. This committee shall recommend either continuation, discontinuation, or continued probationary status based on its assessment of the jury performance and the recommendation of the individual's applied studio teacher. If probation is recommended, the student will be allowed one semester to address deficiencies. The fifth semester jury will be the final opportunity for continuation approval. Probationary status in these degree programs will not be granted beyond the fifth semester of major applied study.

All students pursuing the Bachelor of Music Education degree will be evaluated by the end of their fourth semester of study for continuation in the program. Faculty who have had instructional contact with students pursuing the Bachelor of Music Education degree are asked to complete and submit an evaluation form for each student to the Head of Music Education. In it, they will evaluate the student's potential as a future teacher based on a series of criteria, including communication skills, musicianship, performance ability, integrity, attitude, motivation, organization, reliability, and assertiveness.

In addition, students must fulfill the following requirements to pass the Sophomore Checkpoint:

- Possess a minimum GPA of 2.5 by the end of the semester in which the checkpoint evaluation takes place.
- Earn a grade of C or above in all endorsement courses completed or in progress at the time of the checkpoint. (The complete list of endorsement courses may be found in "Music Education Endorsement Courses" below.)
- Earn a grade of B or above in all applied lessons and ensembles.
- Demonstrate consistent attendance at and participation in meetings of Drake's student chapter of the National Association for Music Education (NAfME) and, for choral emphasis students, Drake's American Choral Directors Association (ACDA) student chapter.
- Complete the checkpoint materials for the School of Education.

Each BME student will meet with the Music Education area head before the end of the fourth semester of study to discuss each of these items. In the event of a negative outcome, the student may appeal the decision to the Music Education Committee. After its review, the committee will render a final decision regarding the student's continuation. If the committee determines that the student does not meet the standards listed above, the student will not be allowed to continue in the BME program.

In addition to meeting all of the above requirements, students must also successfully complete the piano proficiency exam, administered in the spring of the fourth semester of piano study. If a student does not pass the first time, s/he can retake the exam, but must successfully complete it before being allowed to student teach.

Music Education Endorsement Courses

Choral Music Education

A grade of C or higher is necessary in all of the following music history, music theory, education, vocal methods, and conducting classes prior to the semester in which a student is scheduled to student teach.

REQUIRED MUSIC HISTORY COURSES

<u>MUS 081 – World Music</u>	3
<u>MUS 095 – Music History II</u>	3

REQUIRED MUSIC THEORY COURSES

<u>MUS 003 – Materials of Music II [1.2 Theory]</u>	3
<u>MUS 004 – Materials of Music II [1.2 Aural]</u>	1

REQUIRED EDUCATION COURSES

<u>EDUC 108 – Human Development</u>	<u>3 (20 hr. observation practicum)</u>
<u>EDUC 103 – Foundations of Education</u>	<u>3 (40 hr. observation practicum)</u>
<u>EDUC 109 – Educational Technology</u>	<u>2</u>
<u>SPED 120 – Intro to Children w/Special Needs</u>	<u>3</u>
<u>EDUC 164 – Perspective in Race, Gen, Ethnicity</u>	<u>3</u>

Must be admitted in the Teacher Education Program to finish next course

<u>EDUC 142 – Reading & Interdisciplinary Curr</u>	<u>3</u>
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REQUIRED VOCAL METHODS COURSES

MUS 013- Intro to Music Ed.	1 (3 observation hours)
MUS 154 – Vocal Pedagogy [alternate yrs. only]	2
MUS 155 – Jazz & Show Choir Techniques	2 (6 observation hrs.)
MUS 156 – Elem Vocal/Gen. Mus Educ	3 (5 observation hrs)
MUS 158 – Sec Voc/Gen Mus Educ	3 (10 observation hrs.)
MUS 162 – Planning & Assessment in Music Education	1 (10 observation hrs.)

REQUIRED CONDUCTING COURSES

MUS 163 – Beginning Choral Conducting	2 (4 hrs. school observations)
MUS 166 – Advanced Choral Conducting	2 (4 hrs. school observations)

A grade of B or higher is necessary for all Applied and Participation Grades.

APPLIED VOICE LESSONS

14 credits [7 semesters x 2 credits]

CHORAL PARTICIPATION

7+ credits [7 semester credits minimum]

A total number of 100 hours of observation are required prior to student teaching. The above courses include 100 hours of observation.

Instrumental Music Education

A grade of C or higher is necessary in all of the following music history, music theory, education, vocal methods, and conducting classes prior to the semester in which a student is scheduled to student teach.

REQUIRED MUSIC HISTORY COURSES

<u>MUS 081 – World Music</u>	3
<u>MUS 095 – Music History II</u>	3

REQUIRED MUSIC THEORY COURSES

<u>MUS 003 – Materials of Music II [1.2 Theory]</u>	3
<u>MUS 004 – Materials of Music II [1.2 Aural]</u>	1

REQUIRED EDUCATION COURSES

<u>EDUC 108 -- Human Development</u>	3 (20 hr. observation practicum)
<u>EDUC 103 – Foundations of Education</u>	3 (40 hr. observation practicum)
<u>EDUC 109 –Educational Technology</u>	2
<u>SPED 120 – Intro to Children w/Special Needs</u>	3
<u>EDUC 164 – Perspective in Race, Gen, Ethnicity</u>	3
<i>Must be admitted in the Teacher Education Program to finish next course</i>	
<u>EDUC 142 –Reading & Interdisciplinary Curr</u>	3

REQUIRED METHODS COURSES – check when courses are offered in alternate years

MUS 013-Intro to Music Ed.	1 (3 hrs. observation)
MUS 062 – Voice Methods and Materials	1 (3 hrs. observation)
MUS 134 – Marching Band Technique	2 (5 hrs. observation)
MUS 146 – Techniques in Jazz Performance 2	3 (3 hrs. observation)
MUS 156 – Elem Vocal/Gen. Mus Educ	3 (5 hrs. observation)
MUS 159 - Instrumental Performance in the Junior and Senior High School	3 (10 hrs. observation)
MUS 161 – Instrumental Conducting	2 (3 hrs. observation)
MUS 162 – Planning & Assessment in Mus Ed	1(10 hrs. observation)
<i>plus FIVE of the one-credit courses out of the following SIX offerings listed (5 earned credits):</i>	
MUS 061 - String Methods Music	MUS 065 - High Brass Methods
MUS 066 - Low Brass Methods	MUS 067 - Single Reeds & Flute Methods
MUS 068 - Double Reed Methods	MUS 071 - Percussion Methods

A grade of B or higher is necessary for all Applied and Participation Grades.

APPLIED INSTRUMENTAL LESSONS	14 credits [7 semesters x 2 credits]
INSTRUMENTAL PARTICIPATION	7+ credits [7 semester credits minimum]

A total number of 100 hours of observation are required prior to student teaching. The above courses include 102 hours of observation.

String majors will not be required to take MUS 134 or MUS 146. They are required to achieve a C in MUS 061 and 116 for endorsement on the string track.

Recital Scheduling and Program Procedures

Scheduling

1. Students who are juniors and seniors wishing to schedule a recital should consult with the Fine Arts Coordinator, FAC 273A (ext. 2018) to reserve a date, time, and location for the recital. Early scheduling is recommended. *It is important to communicate with the studio teacher, accompanist, and other performers involved prior to scheduling the recital date.*
2. Students are required to complete the [Recital Request Form](#). Print the form, acquire the appropriate signatures from faculty and accompanist(s), and turn in to the Fine Arts Coordinator in FAC 273A.

Recital Hearing

The student is required to perform a recital hearing and receive faculty approval in order to perform a public recital.

1. Students who schedule a public recital are required to present a recital hearing **at least 3 weeks** in advance of the recital date. For recitals scheduled during the first 2 weeks of a semester, **the jury in the semester prior will be extended in time and serve as the recital hearing.**
 - a. In consultation with the studio teacher, the students are required to schedule a hearing date and confirm faculty attendance.
 - b. Three music faculty members (including the student's applied teacher) must attend the recital hearing. Percussion recital hearings will be performed for the two percussion faculty members.
 - c. The student, pianist/accompanist, and any other performers on the recital are required to be present at the hearing.
 - d. If the location will be other than an applied studio, the student must secure a location with the Fine Arts Coordinator in FAC 273A (ext. 2018).
 - e. Students are required to download and complete the [Recital Hearing Form](#), print it, and bring it to the hearing.
 - f. Students are required to bring a printed program of the recital to the hearing.
 - g. Following a successful hearing, students turn in the recital hearing – signed by faculty members – form to the Fine Arts Coordinator in FAC 273A.
 - h. NOTE: The completed recital hearing form triggers
 - The entry of the concert into the MUS 21 calendar and the backs of programs calendar
 - The recital program request sent by the Music Administrator
 - Scheduling recital support. Programs, stage crew, and recording support are offered to students only for on-campus degree recitals.

Programs: Timeline

1. **TEN business days** prior to the recital date Students complete the [Recital Template](#). This template will be sent to the Music administrator. Students are required to consult the **Style Guide appropriate to their area of study.**
 - The applied studio professor approves the final program.
2. **SEVEN business days** prior to the recital, the Music Administrator will email a pdf of the program to the student and to the applied professor for approval. A hard copy of the program will be available for review.
3. The performer has **TWO business days to review** the program and make final changes. If the student does not contact the Music Administrator via email at musicadmin@drake.edu, it is assumed no changes are needed and the programs will be printed the following day.
4. The Music Administrator has the right to decline program materials that are submitted past the stated deadlines. Those who do not submit program materials by the deadline are subject to cancellation of their recitals.
 - o NOTE: Music majors are not allowed to perform a recital without using the approved music program template.
5. Printed programs are delivered to the location prior the performance by the Music Administrator. The Fine Arts Coordinator, FAC 273A (ext. 2018) secures the recording staff and for the recital and stage crew.

Other important aspects of the performance

- Students may wish to schedule a dress rehearsal or additional rehearsals in the performance venue. To schedule rehearsals, students should consult the studio teacher, and the Fine Arts Coordinator in FAC 273A (ext. 2018). A maximum of two hours is allowed for rehearsal in the recital venue; this includes lesson times.
- The piano of choice will remain the Steinway in Sheslow and the Baldwin in PAH. If another piano is requested, it must be submitted to Fine Arts Coordinator, FAC 273A (ext. 2018) at the time of the recital request.
- Students who wish to have a reception associated with their recital should contact [Sodexo Campus Services](#). **All food and beverage brought onto campus MUST be arranged through Sodexo.** Note that recitals are scheduled M-F at 7:30 pm and Sat.-Sun. noon, 2:30, 5, and 7:30pm. The performance venue of choice and lobby area are reserved for 60 minutes prior to the recital and 30 minutes following the recital and assumes a 90

minute recital. Thus, the student has a total of three hours for their recital and reception. The student needs to make sure the hours are specifically communicated when place their catering order.

- Sophomore music majors will be allowed to perform on-campus recitals in FAC 204, Monroe Recital Hall or at an off-campus venue. These recitals will not receive departmental support for advertisement, programs, logistics, or recording. Music 21 credit will not be available for students attending recitals.

Performance Ensembles

Full-time music students must enroll each semester in an ensemble within their major applied area. The major ensembles and the corresponding major applied areas are:

The Drake University Band (MUS 148)

Wind and Percussion Majors and Minors and keyboard majors who minor in wind instruments.

The Drake Choir (MUS 149)

Voice majors and keyboard majors whose minor is voice. Those students not accepted into the Drake Choir will participate in the Drake Chorale or the University/Community Chorus.

The Drake University Symphony Orchestra (MUS 150)

String Majors and keyboard majors who minor in strings.

Degree students are assigned to ensemble groups by the ensemble director, their applied teacher and the department Chairperson. Each student is required to participate in one major ensemble (Band, Choir or Orchestra) during each semester of full-time enrollment. Because of the educational and professional needs of the student and the Music Department, a student may be required to participate in more than one ensemble during a given semester. Normally, the ensemble assignment will be in the area of the student's major or minor applied study. Students may also participate in chamber ensembles. These ensembles include:

Chamber Choir
Ensembles with Piano
Jazz Combo
Opera Theatre

Brass and Woodwind Ensembles
String Ensembles
Jazz Ensemble
Flute Ensemble

Audition procedures, attendance and grading policies are available from each ensemble director. Each music student must play a seating audition every year regardless of grade level.

Student Accompanists

As part of their development as musicians, pianists with appropriate proficiency are encouraged to collaborate with vocalists and instrumentalists. Students will be responsible for paying student accompanists directly, in the event that they opt to collaborate with a student.

Staff Accompanists

The following people serve as staff accompanists at Drake:

- Liz Augsburger (515-864-8587); lizaugsburger@gmail.com
- Francine Griffith (515-419-6908); Francine.griffith@drake.edu
- Susan Ihnen (515-720-5257); susan.ihnen@drake.edu
- Amanda Jones (319-290-4595); amanda.jones@drake.edu
- Cassie Makeeff (708-446-9533); cassie.makeeff@drake.edu
- Christa Pearson (515-979-8040); christa.pearson@drake.edu

Basic Guidelines

- Accompanists should be contacted and be given the score at least 4 weeks before a performance *including* which movements/sections are to be performed and the expected performance tempi. *Accompanists reserve the right to decline requests made later than 4 weeks prior to an event, including 'last minute' requests.*
- Additional fees at the discretion of the accompanist will be added for late or last-minute requests, changes in repertoire, and tempo.
- It is the student's responsibility to contact the accompanist and identify rehearsal times and space (if applicable).
- Very difficult pieces may require a higher fee at the discretion of the accompanist. It is the accompanist's responsibility to notify the student of any extra fees in a timely fashion.

Recitals

- Students should discuss recital preparations and timelines with their instructors at least one semester in advance.
- Students must confirm accompanist availability before scheduling any recitals, hearings, and dress rehearsals.
- Accompanists will provide the student with an invoice regarding recital payment. Unless other arrangements have been made (i.e. payment plan), full payment is due at the dress rehearsal or on the day of the recital. An accompanist will not play a recital without pre-payment.

Payment

- Vocal majors who work with accompanists every week will pay an accompanist fee of \$650. All additional voice needs (e.g., recitals or juries) are paid out of pocket at the rates outlined below.
- The accompanist will provide an invoice to the student for all fees. Invoice frequency and acceptable payment methods vary among accompanists. Therefore, discuss individual accompanist expectations upon the first meeting.
- Unless otherwise agreed, full payment is due at the final accompanist meeting, be it a lesson or rehearsal for juries, studio classes, departmentals or masterclasses. The accompanist will not play for a performance until all outstanding fees are paid, including the jury fee.
- Failure to compensate in a timely manner will result in an "academic hold" on the student's account until payment is made.

Cancellations

- Students must provide at least 12 hours written notice regarding cancellations/illness, or the student is responsible for payment of all forfeited time.
- If an instructor cancels a lesson for which the accompanist is scheduled, the student is expected to rehearse with the accompanist during the lesson time and is billed as usual.
- If an accompanist cancels, the accompanist will provide makeup options. Students should consult individual pianists' policies.
- Campus Cancellations (weather, emergency): Student must contact accompanist within 7 days to schedule a makeup time.

Fees

- Lesson/Rehearsal/Recording: \$41/hour
- Jury/Departmental/Masterclass:
 - 10 minute piece: \$60.00 (Two – 20 minute rehearsals + performance)
 - 20 minute piece: \$80.00 (Two – 30 minute rehearsals + performance)
 - Additional rehearsals: \$41.00/hour
- Student Full Recital Performance Fee: \$150.00, plus hourly rehearsal rate (minimum 4 rehearsals).
- Student Half Recital Performance Fee: \$100.00, plus hourly rehearsal rate (minimum 4 rehearsals).
- Pre-Recital Hearing: \$41.00/hour; \$25.00 for 30 minute Pre-Recital Hearing. Honors Recital Audition
- Performance Fee: \$50.00, plus hourly rehearsal rate.
- Honors Recital Performance Fee: \$50.00, plus hourly rehearsal rate.
- Studio Class: negotiable

- Concerto Audition: negotiable (\$50.00 minimum) Off Campus Competitions: negotiable
- Faculty Recital: negotiable
- Guest Recital: negotiable
- Misc. (not covered above): negotiable

Financial Aid

Scholarships and Work Study: Students may have received scholarship money from the Music Department as part of their financial aid package. The stipulations in the scholarship letter are to be carried out in full in order to retain the scholarship. Renewal of scholarships will depend on satisfactory progress toward the degree. Questions regarding scholarships, their yearly renewal, or opportunities for work-study assignments should be addressed to the Chair of the Music Department.

Currently enrolled students must apply each year for renewal of financial aid, including Departmental Scholarships. The department will send out notifications to students about the renewal of scholarships. Upon receipt, students must sign their scholarship letters in the Music Office by the deadline indicated in the departmental notification.

Musicians' Health Resources

Music is a physically and mentally taxing discipline that poses special health risks for its practitioners. Foremost among the physical risks are the threat of hearing loss, vocal strain, and stresses on neuromusculoskeletal health. The Department has provided information on all three of these subjects under the "Musician Health" subheading within the "[Current Student Resources](#)" page on the Departmental website.

Students' mental and emotional wellness is as important to maintain as their physical health. The [University Counseling Center](#) provides opportunities for students to meet with therapists either in person or virtually.

Professional Student Organizations

For those interested in music education, there is a **Collegiate Chapter of the National Association for Music Education (NAfME)** Additional information may be obtained by contacting Professor Nicole Ramsey (271-3195 or nicole.ramsey@drake.edu).

The Drake Music Department sponsors an active **ACDA (American Choral Directors Association)** student chapter, which provides students with opportunities to hear guest speakers, observe master conductors, discuss topics of interest to conductors-in-training, and attend state, divisional, and national conferences. The chapter advisor is Professor Eric Barnum (271-2841 or Eric.Barnum@drake.edu).

Vocalists may also participate in Drake's student chapter of **NATS (National Association of Teachers of Singing)**. The student chapter (**SNATS**) is primarily focused on the promotion of vocal pedagogy, career building, and support for those interested in teaching voice as a career. The chapter advisor is Professor Leanne Freeman-Miller (271-2154 or Leanne.Freeman-Miller@drake.edu).

There are three professional music fraternities at Drake that pledge new members each year:

- For men: Phi Mu Alpha Sinfonia Fraternity
 - Contact Professor Clarence Padilla Faculty Advisor (271-3101; clarence.padilla@drake.edu)
- For women: Sigma Alpha Iota Fraternity
 - Contact Professor Jennifer Wohlenhaus-Bloomberg, Faculty Advisor (271-2860 or Jennifer.wohlenhaus@drake.edu)
- Drake University has one of the earliest established chapters of Pi Kappa Lambda Honorary Music Fraternity. Juniors and seniors are eligible for election by the faculty in late spring.

For information on other organizations, contact the Student Activities Center Office in Olmsted Center (271-3711).

Security

The Drake Campus Security telephone is 271-2222. Red emergency telephones (direct line to Campus Security, no dialing required) are also placed strategically about the campus. In addition to the emergency telephone outside the Fine Arts Center, there are nine located inside the Fine Arts Center in the following locations: lobby of the Hall of the Performing Arts, and in the north and south hallways of the basement, second, third and fourth floors.

For emergencies on campus, students should dial 811. The emergency telephone number for the City of Des Moines from on campus is 9-911.

Security Bus Transportation: **SafeRide**. Schedules are available at the Security Office, 2502 Forest. Ride hours are as follows: **Sunday–Wednesday:** 8:00 p.m. to 1:00 a.m.; **Thursday–Saturday:** 8:00 p.m. to 2:30 a.m. The bus operates between 24th -34th street from Cottage Grove to College Ave. Every corner is a bus stop for pick-up along with the cut out in front of the Library on University and the Olmsted Lot in front of the Olmsted Center.

Parking

All students, part-time or full-time, wishing to use Drake lots during weekday business hours will be required to purchase a parking permit from the Student Services Center (currently located on the ground floor of the Olmsted Center). There are numerous parking lots located near and throughout the campus. Each lot is posted with signs indicating what type of parking is allowed. Parking violations and/or the failure to have a current Drake registration tag displayed will result in a fine. All fines must be paid before graduation. If a student leaves Drake without paying a parking fine, it will be impossible to obtain a transcript until the fine is paid. On evenings when activities are in conflict with basketball games, the parking lots may be filled, or there may be an additional charge for parking.

Books and Music

Textbooks for all courses offered at Drake University are available at the Bulldog Shop, located in the Olmsted Center, 2875 University Ave. (274-3401). Coursepacks for some classes may be available at Copycat Photocopy Center, 2415 Ingersoll Avenue (255-9284).

Music and supplies may be obtained locally from the following businesses:

[West Music](#)
3304 100th St.
278-1000

[Rieman Music](#)
6501 Douglas Avenue
278-4685

[Uptempo Music](#)
2714 Beaver Ave.
277-0145

Additional out-of-town sources include the following:

[Schmitt Music](#)
88 South Tenth Street
Minneapolis, Minnesota 55403
1-800-767-3434

[Groth Music/Eble Music](#)
P.O. Box 2560
Iowa City, Iowa 52244
1-319-338-031

[Shar Music Products](#)
2465 S. Industrial
Ann Arbor, MI 48104
1-800-248-SHAR

Drake University Community School of Music (DUCSOM)

The Drake University Community School of Music offers a wide range of musical instruction for community members all ages. Qualified teachers provide individual lesson or group classes in piano, organ, voice, strings, woodwinds, brass, percussion, harp, early childhood music and music theory. All instruction is without college credit. Contact Cynthia Giunta (FAC 236; 271-2832 or cynthia.giunta@drake.edu) for further information.